


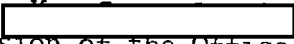

DDA 81-2228

27 October 1981

MEMORANDUM FOR: Executive Officers, DDA Offices

ATTENTION: Telephone Directory Coordinators (See distribution)

FROM: 
Executive Officer to the DDASUBJECT: Conformity of Office Indicators Throughout the
Directorate of Administration

1. With the imminent reissuance of the Agency Telephone Directory, it is an appropriate time to make all Directorate of Administration Office indicators consistent. Under the title of the section for your Office in the Organizational Directory section under DDA, i.e., Office of Finance, please write your Office indicator in all caps, with no slashes, in two or three letters, as appropriate, i.e., Office of Finance would use (OF). For the indicator after the title of the Director of the Office, use a capital "D", a slash "/", and the same indicator listed under the name of the Office as noted above, i.e., Director of Finance would be D/OF. For indicators on down the line, the unit should be listed first, then the branch, then the division, with the office listed last, i.e.,  of the Data Base Management Branch of the Accounts Division of the Office of Finance would be listed as  DBMB/AD/OF or Technical Security Branch of the Communications Security Division of the Office of Communications would be listed as TSB/CSD/OC.

2. Your cooperation is appreciated. If you have any questions on the above or need additional information, please contact us.

